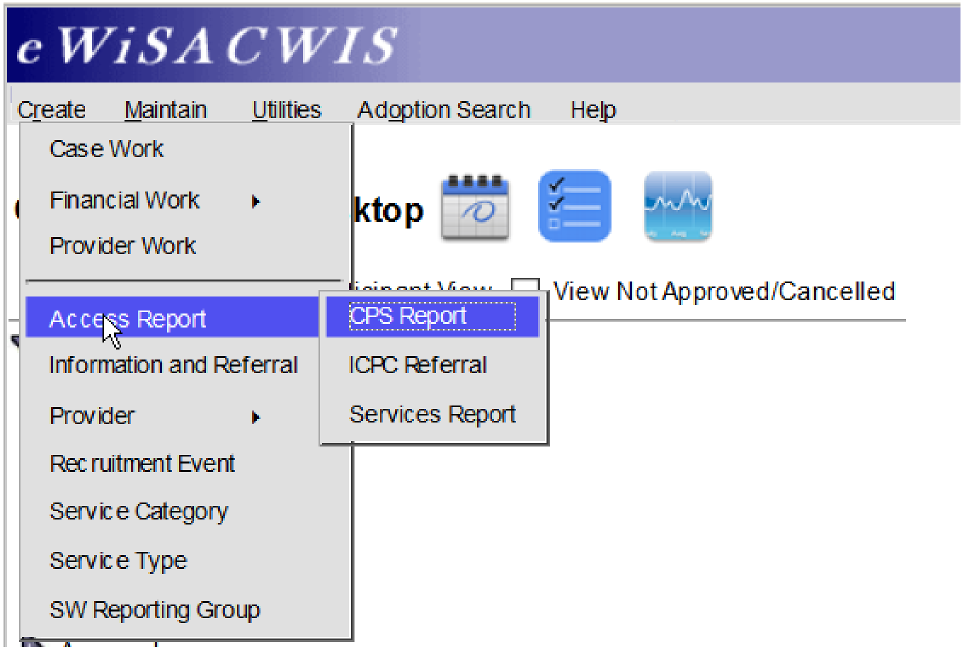
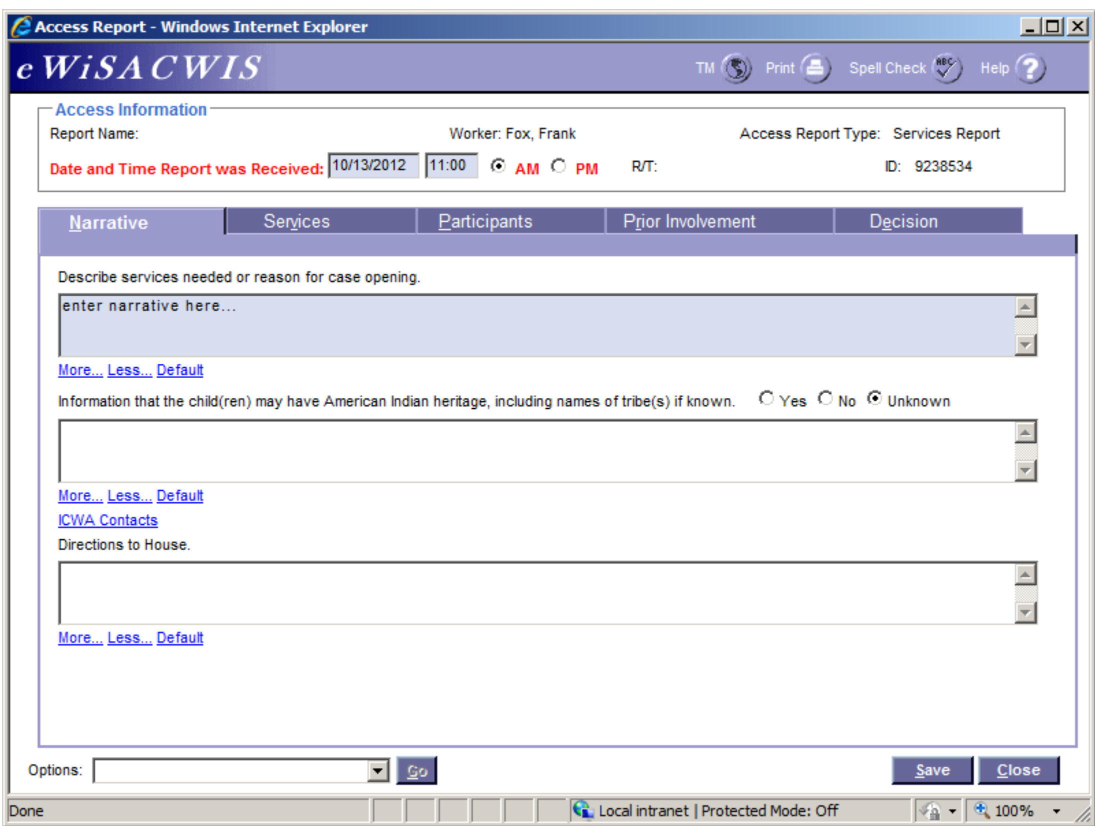
Access Report - Services Report

1. Select Create > Access Report > Services Report. This will open the Access Report page.



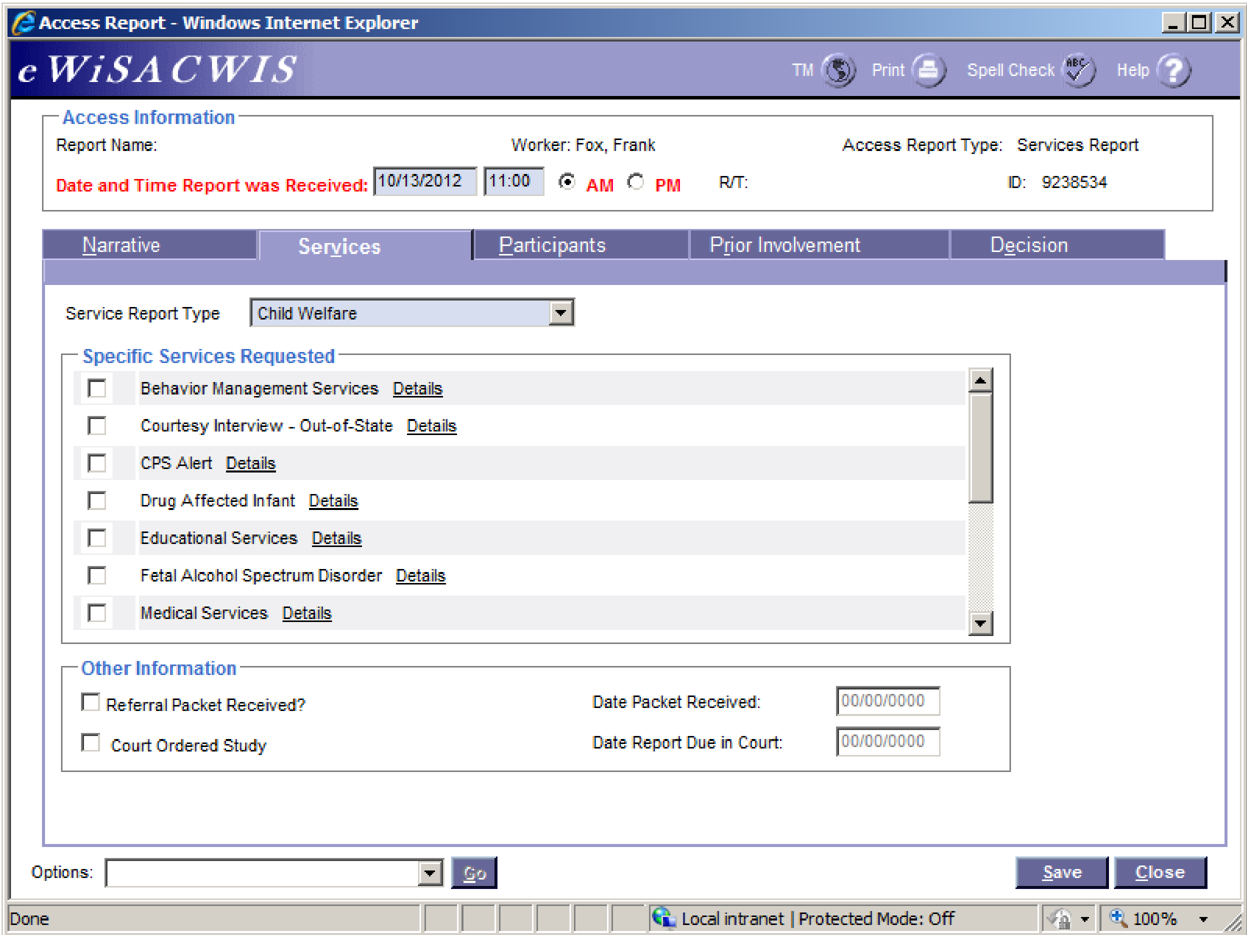
1. Enter the date and time the report was received in the Access Information group box at the top of the page. The Date and Time Report was Received will pre-fill into the Services Report template.

2. On the Narrative tab, enter narrative text for each section.

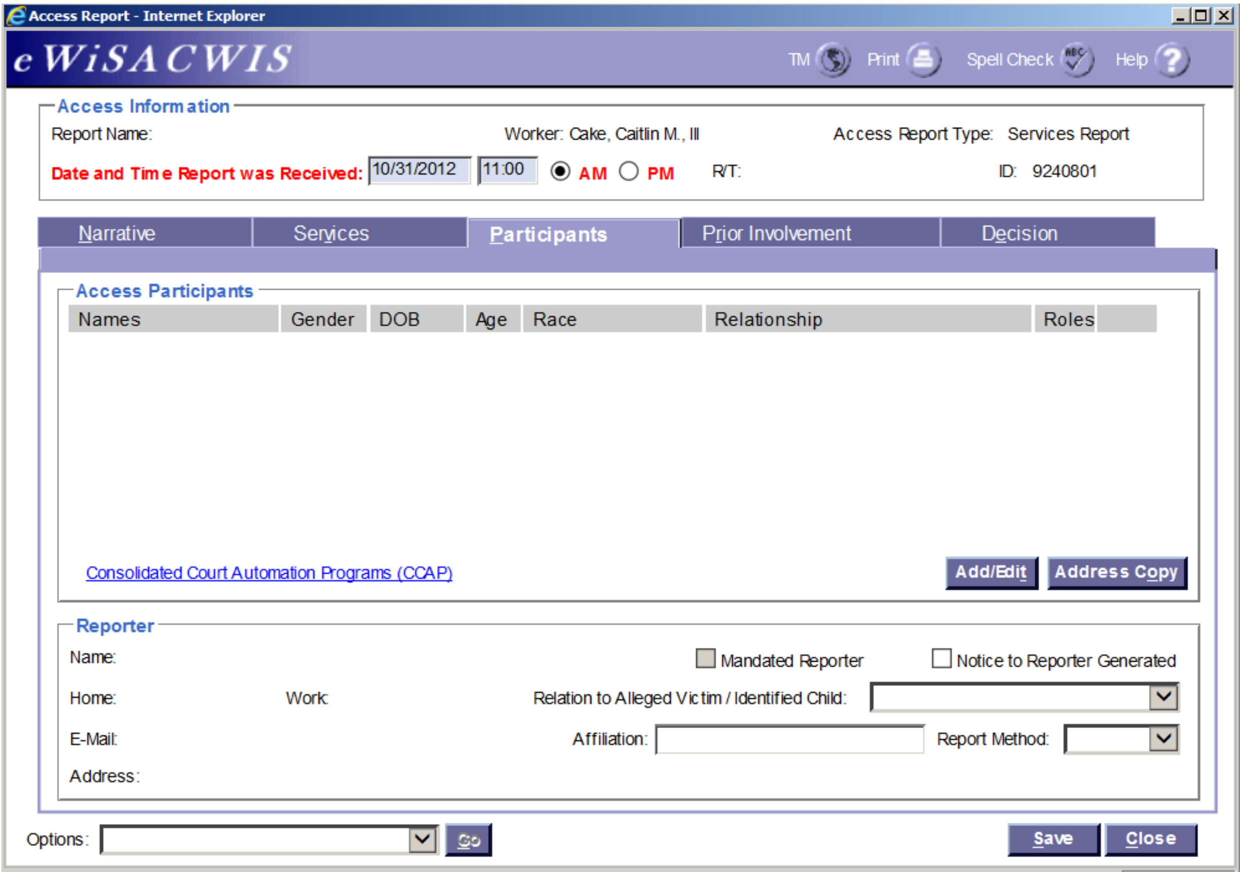


3. The Services tab is used to identify the general type of services being requested for the family.

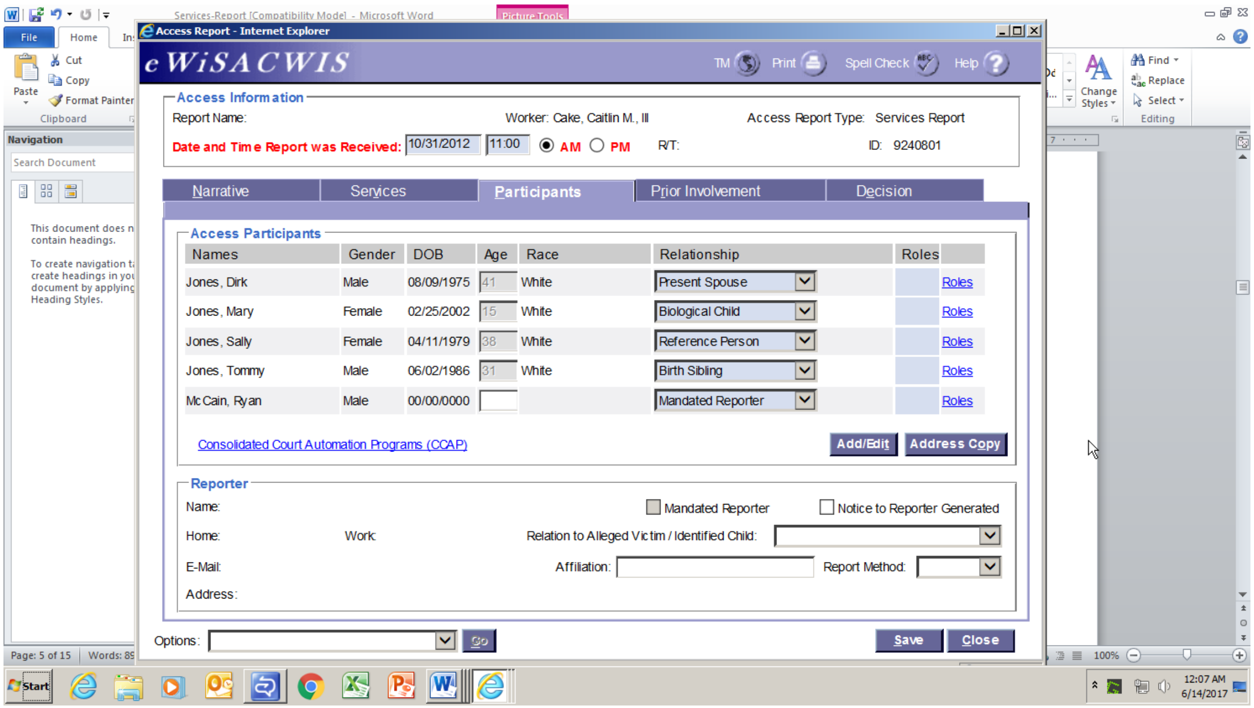
4. Once a Service Report Type has been selected, the Specific Services Requested group box will display a list of items to select.



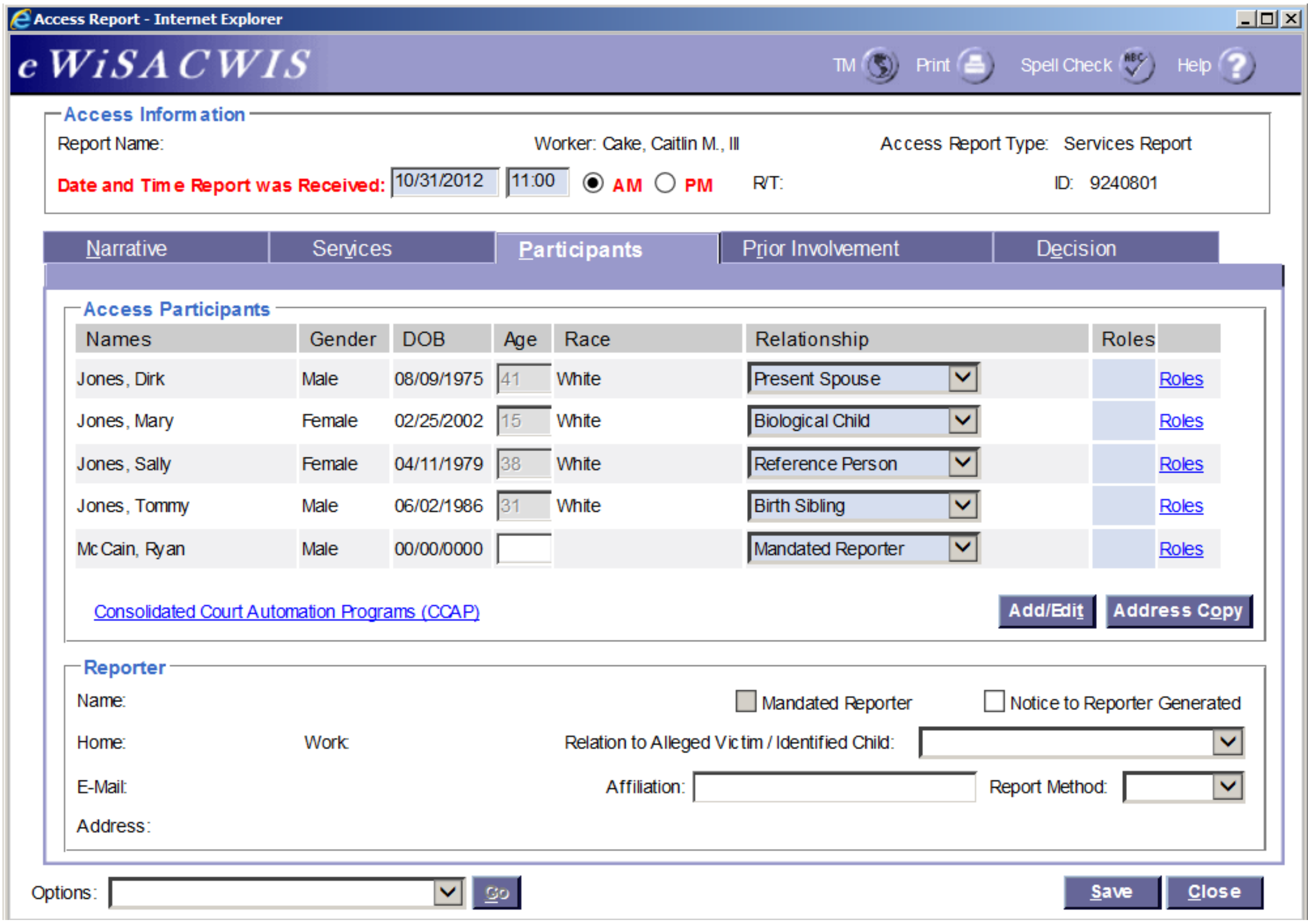
5. The Participants tab is used to record all participants in the case. Click Add/Edit to search the participants in this Services Report.



6. This opens the Access Inquiry Search page. Search the participants. The Last Name is required unless you enter a person ID, SSN, or an address. Click the Select hyperlink for the participants you would like to add, or click Create if the person you are looking for is not found. Once all participants have been added, click Continue to return to the Access Report. For more information on how to search, please refer to the Search User Guide.

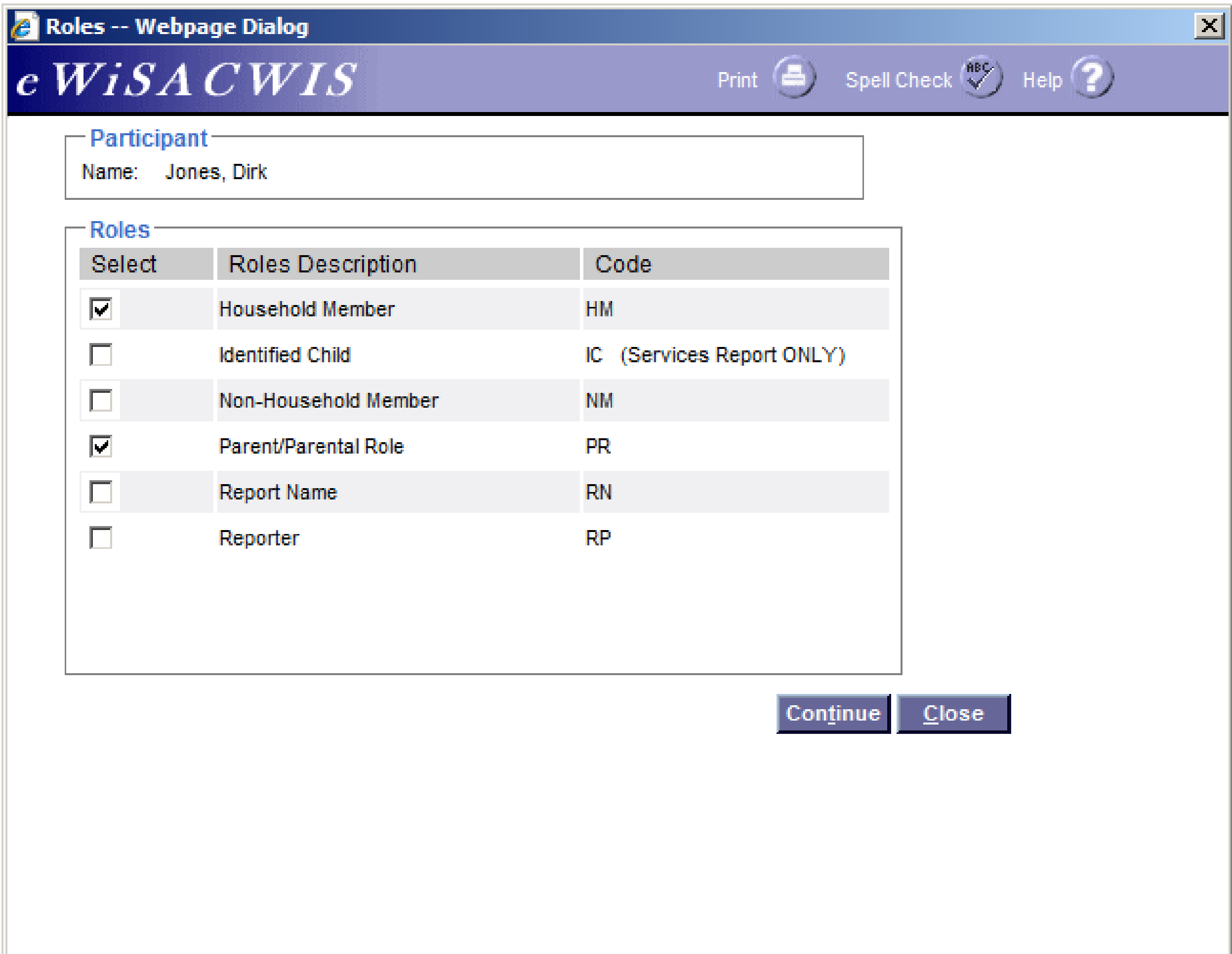


7. Identify the Relationship of each participant in the Services Report. The identification of a Reference Person is required (usually the female head-of-household), and the other relationships are in regards to the reference person.

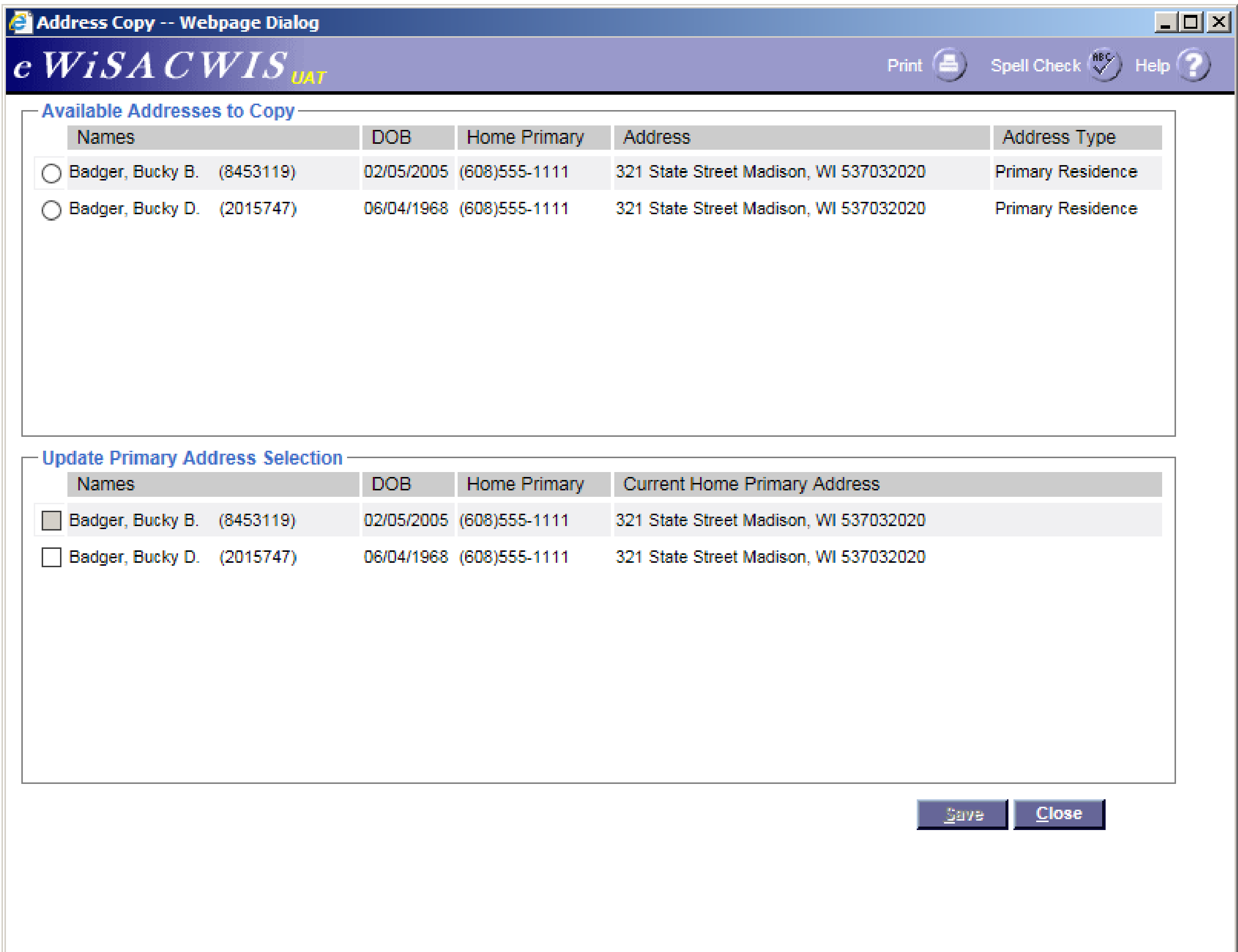


8. Click the Roles hyperlink to open the Roles pop-up page.
   - For Services Reports, you must identify an Identified Child and a Report Name
   - You cannot select more than 5 roles for one participant
   - The Report Name is usually the Reference Person, except in Juvenile Justice and Delinquency reports. In Juvenile Justice and Delinquency reports, the identified child (the juvenile) would be the Report Name, but NOT the Reference Person.
   - Every participant must have at least one role selected.

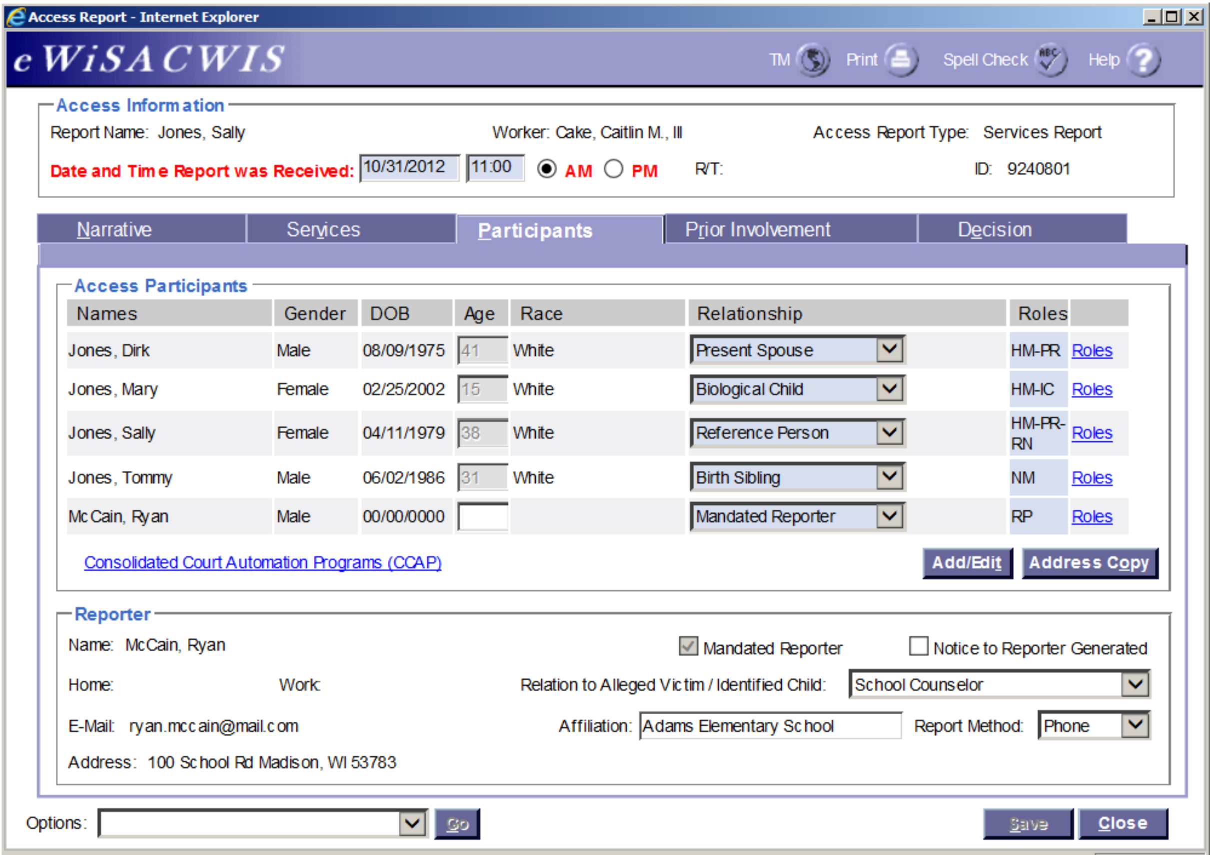
   Click Continue to return to the Access Report page.



9. The Address Copy button allows the address from one participant to be copied over to other participants. Select the person's address you want to copy in the top group box labeled Available Addresses to Copy. For all participants that should have the same address as the person identified above, check the box next to the participant in the Update Primary Address Selection group box. Click Save to apply the change(s) in address.

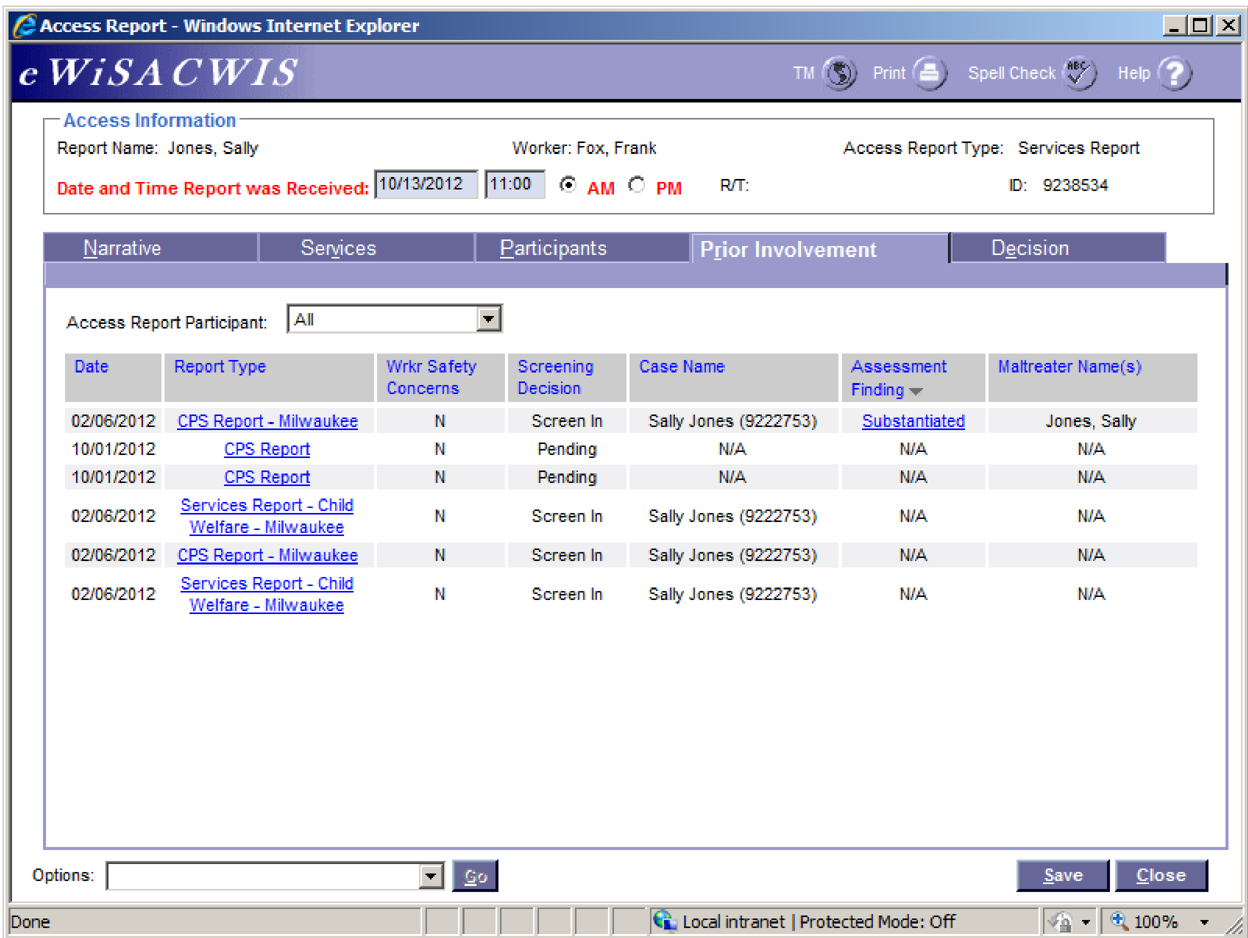


10. If applicable, complete the Reporter group box. The Reporter's Name, Home and Work phone numbers, primary E-mail address, and Address will pre-fill from the Reporter's Person Management page. This information will pre-fill based upon the participant identified with the role RP (Reporter). The value selected in the 'Relation to Alleged Victim / Identified Child' drop-down will either check or uncheck the Mandated Reporter checkbox.



11. The Prior Involvement tab is a view only tab with columns that can be sorted and hyperlinks to the Access Report and Initial Assessment pages. The columns can be sorted by clicking on the blue title of the column. The tab can also be filtered by the access report participant by selecting a name in the Access Report Participant drop-down. The system will automatically search all participants and return any Access Reports that they have been involved in. The prior involvement row includes the date of the CPS report, a hyperlink to the CPS report that includes the name of the county in which the final screening decision was made, whether there are worker safety concerns, the screening decision, the case name, the assessment finding (click hyperlink to open the assessment), and the name(s) of the alleged maltreater(s).

Note: Any Prior Involvement records for participants with only the role of Reporter will not appear. Access Reports that were made in error will also not appear on the list.


Access Report - Windows Internet Explorer

eWiSACWIS

TM Print Spell Check Help

Access Information

Report Name: Jones, Sally Worker: Fox, Frank Access Report Type: Services Report

Date and Time Report was Received: 10/13/2012 11:00 AM PM R/T: ID: 9238534

Narrative | Services | Participants | Prior Involvement | Decision

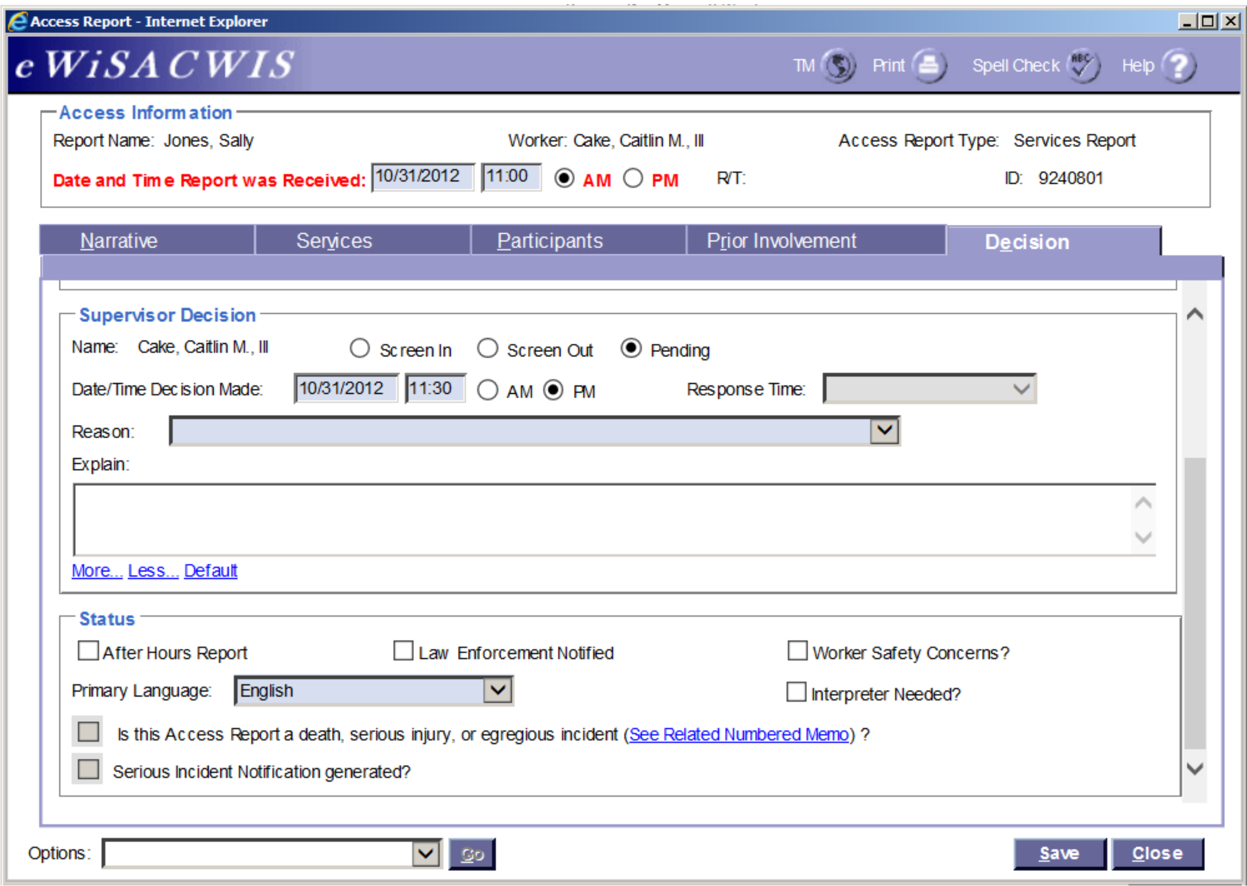
Access Report Participant: All

Date	Report Type	Wrkr Safety Concerns	Screening Decision	Case Name	Assessment Finding	Maltreater Name(s)
02/06/2012	CPS Report - Milwaukee	N	Screen In	Sally Jones (9222753)	Substantiated	Jones, Sally
10/01/2012	CPS Report	N	Pending	N/A	N/A	N/A
10/01/2012	CPS Report	N	Pending	N/A	N/A	N/A
02/06/2012	Services Report - Child Welfare - Milwaukee	N	Screen In	Sally Jones (9222753)	N/A	N/A
02/06/2012	CPS Report - Milwaukee	N	Screen In	Sally Jones (9222753)	N/A	N/A
02/06/2012	Services Report - Child Welfare - Milwaukee	N	Screen In	Sally Jones (9222753)	N/A	N/A

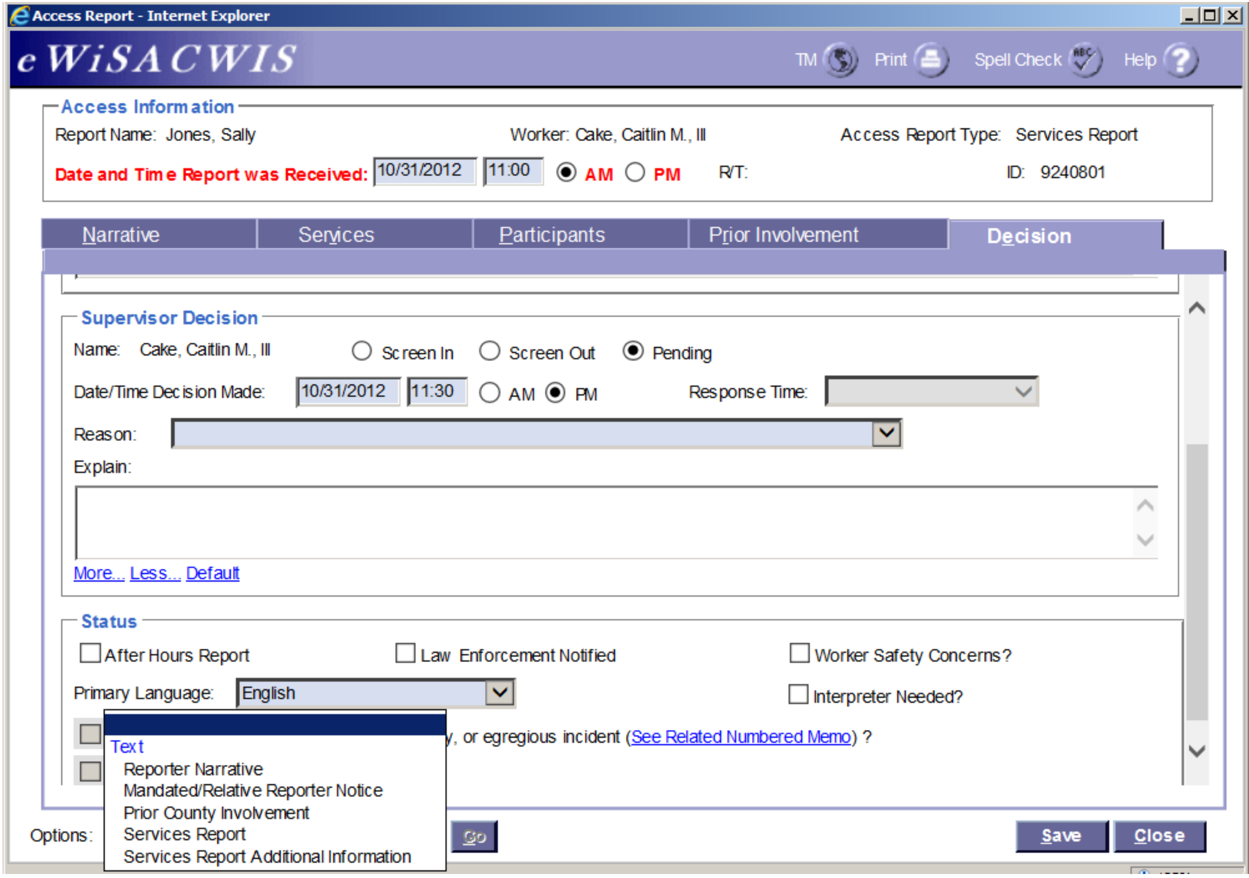
Options: Go Save Close

Done Local intranet | Protected Mode: Off 100%

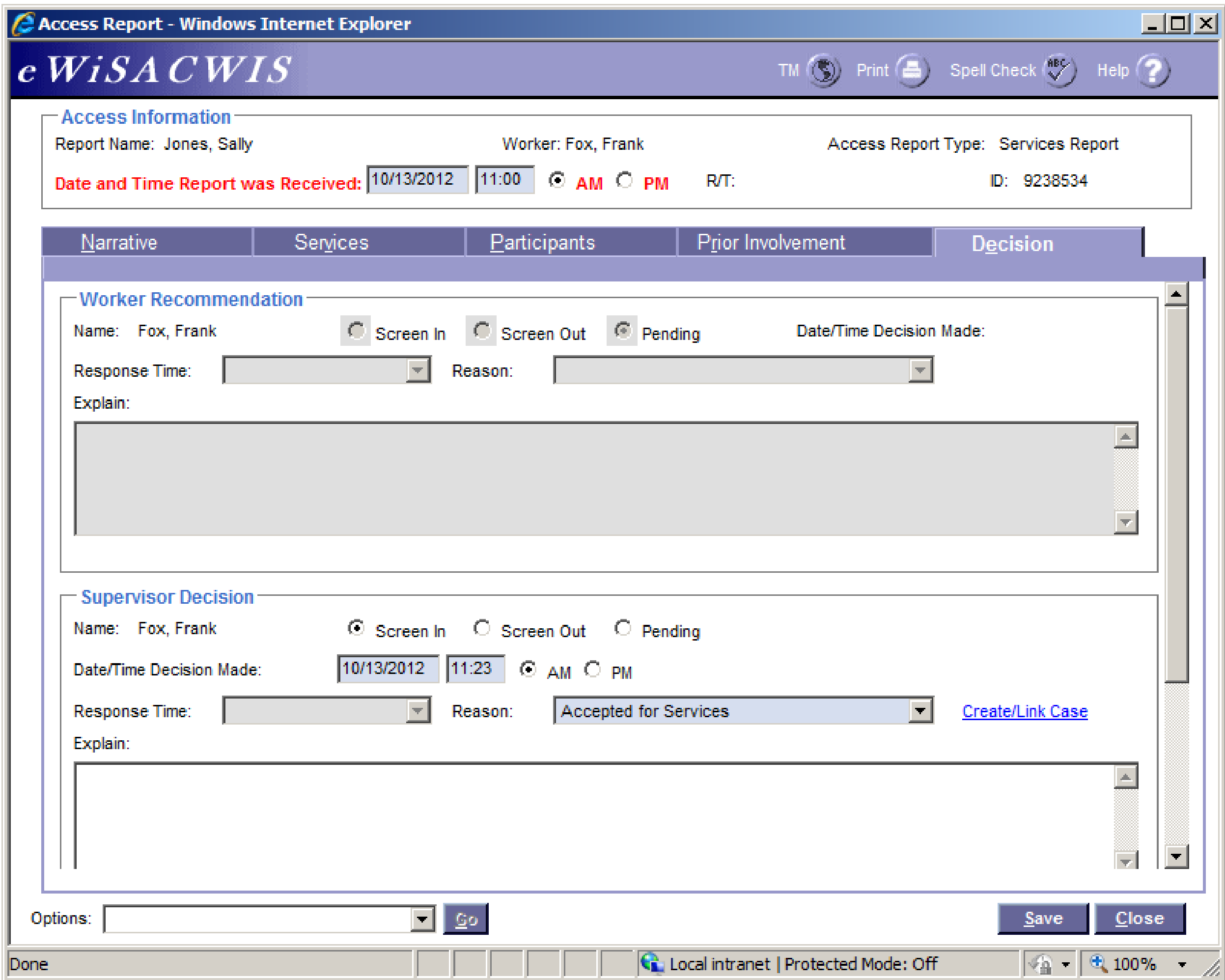
12. On the Decision tab, complete the Status group box prior to making a screening recommendation or decision. The Status group box appears below the Supervisor Decision group box. The After Hours Report checkbox pre-fills into the Services Report template.



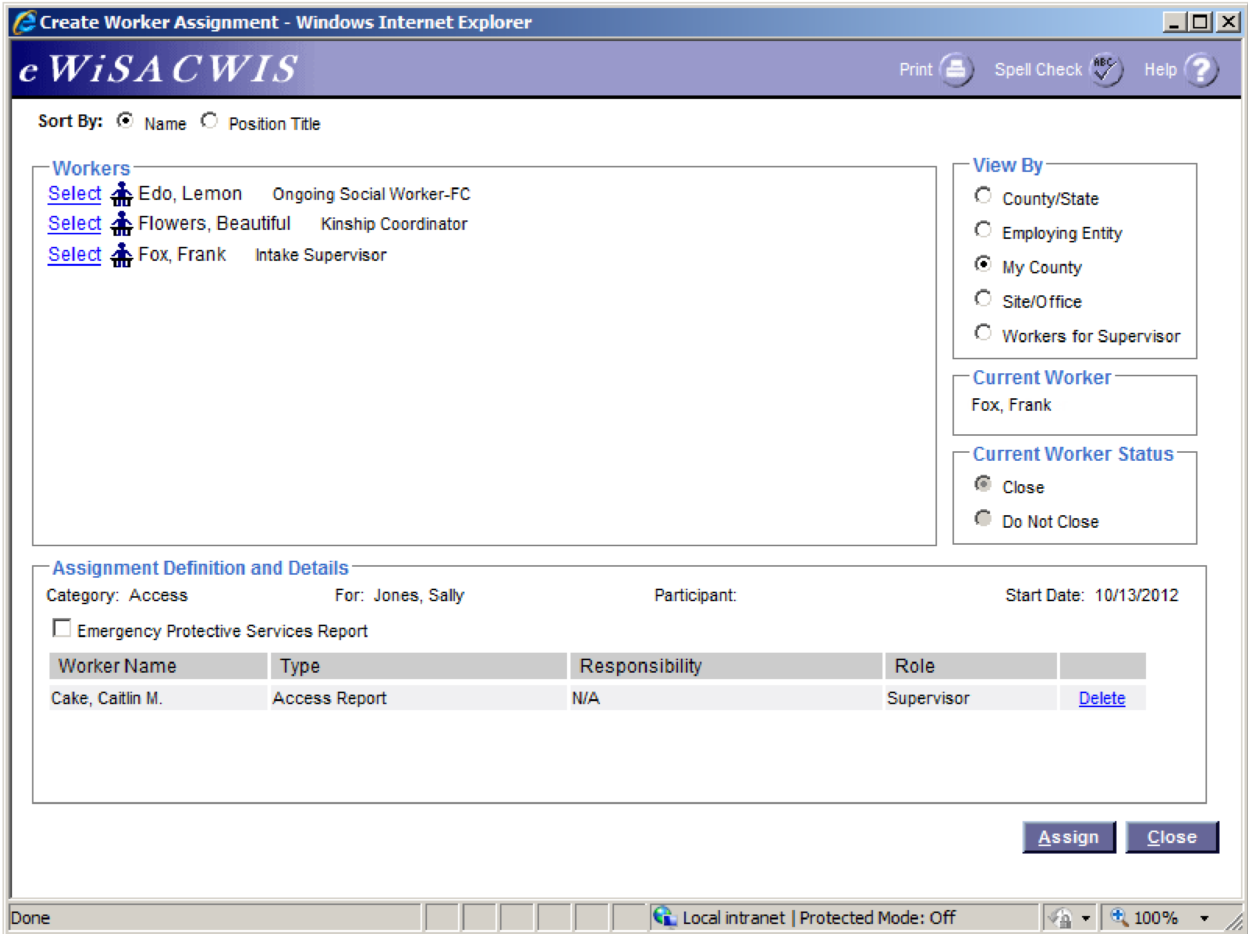
13. Open all applicable templates from the Options drop-down.



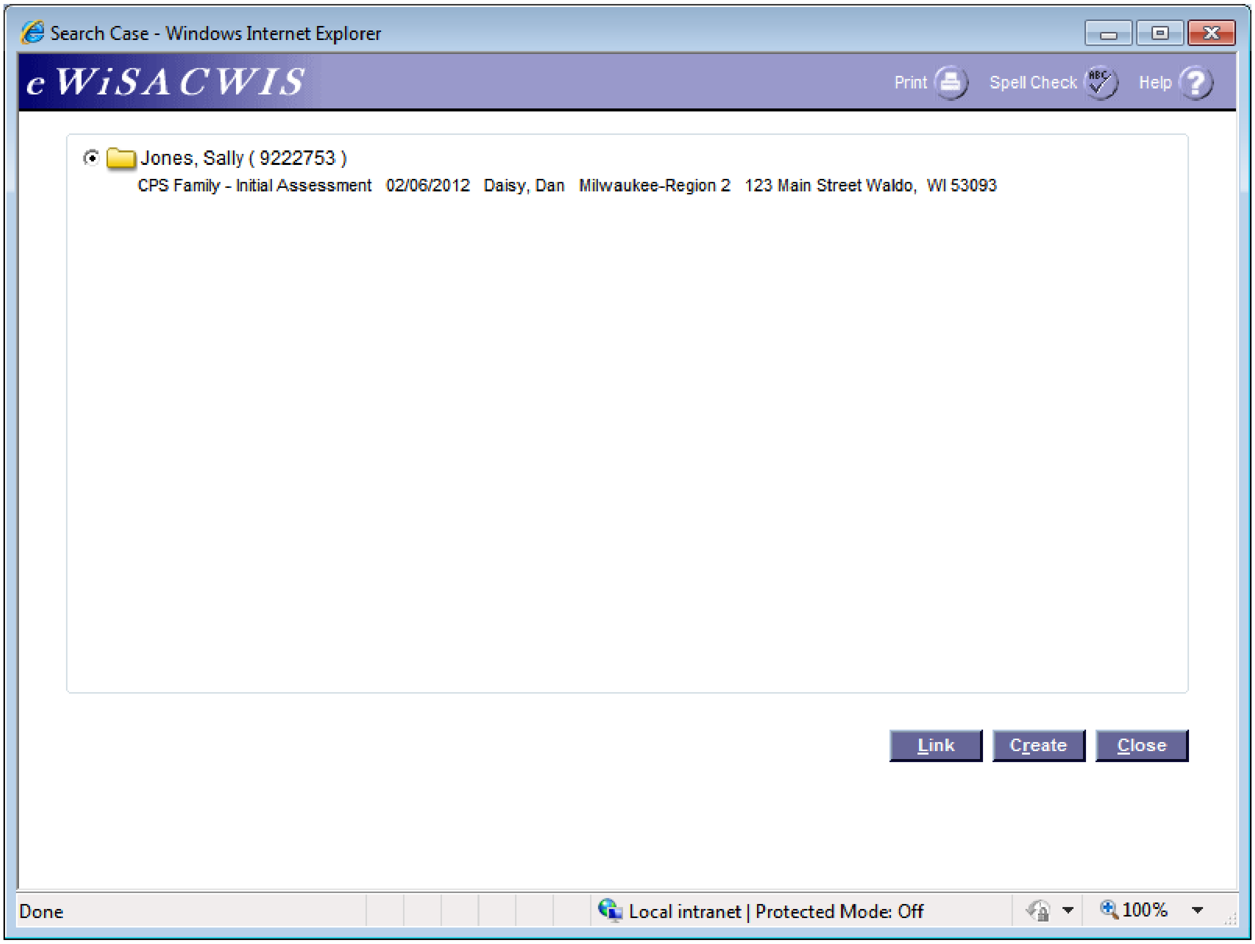
14. Once all applicable and pertinent information has been documented and all necessary templates have been opened, the last step is to make a screening recommendation or decision. If you have worker screening security, complete the Worker Recommendation group box and click Save to send to your supervisor. If you have supervisor screening security, complete the Supervisor Decision group box and select the Create/Link Case hyperlink to link this Access Report to a new or existing case.



15. When the worker selects Save, the Assignment page defaults assigning it to his or her supervisor. Click Assign to send the Access Report to the selected supervisor.



16. When the supervisor selects the ‘Create/Link Case’ hyperlink, the system will search all cases that the participants have been involved in and present those as an option to link the new report to. If there is an existing case that the new report should be linked to, select the case and click the Link button. If no cases are returned or if the returned cases are not correct, the supervisor would select the Create button to create a new case.



17. Once the report is linked or a new case is created, the Maintain Case page is opened, and any updates or required fields should be completed at this time.

18. Once the case information is updated as needed, click Save. A message will appear, asking the supervisor if he or she would like to make an assignment to this case. Select 'Yes' to create an assignment to a worker (or multiple workers). Select 'No' to leave the case only assigned to the supervisor. Please see the Assignment User Guide for more information.